



**United States Bankruptcy Court
Western District of Washington
700 Stewart Street, Room 6301
Seattle, WA 98101**

www.wawb.uscourts.gov

**Vacancy Announcement
#20-03**

Position: Judicial Assistant

Start Date: June 2020 TBD

Location: Seattle, Washington

Starting Salary Range: JSP 10/11-1 \$63,822 to \$91,155 DOE

Opening Date: May 18, 2020

Closing Date: Open Until Filled

Area of Consideration: Nationwide

Position Overview

This position serves as a Judicial Assistant to Chief Judge Marc L. Barreca in the Western District of Washington at Seattle. The Judicial Assistant provides high-level administrative support by preparing reports and a variety of legal materials and correspondence; handling information requests, conducting research and performing clerical functions such as coordinating conference calls, scheduling meetings, arranging travel and receiving visitors. Applicants must have substantial experience as an executive secretary to a judicial officer, lawyer or other high-level executive dealing with law-related matters. The work requires excellent organizational skills, strong communication skills, and an ability to handle the full range of executive legal secretarial duties. Prior bankruptcy legal experience or education is strongly preferred.

Qualifications

- Applicants must have a high school diploma or equivalent; paralegal certification, college degree, or prior federal court experience is preferred, but not required.
- Minimum of five years of experience is required – two years of progressively responsible general clerical or secretarial experience and five years of progressively responsible secretarial experience which involved responsibility as the principal office assistant to a supervisor dealing with law-related matters.
- Outstanding computer skills.
- Excellent oral and written communication skills to include spelling, punctuation, and English grammar. Accuracy in checking edits, quotations, and legal citations is essential.
- Proficiency in basic legal research and demonstrated ability to understand terminology and material contained in legal opinions and orders.
- Exceptional ability to plan, organize, and prioritize multiple assignments and responsibilities in a fast-paced environment.
- Professional appearance, demeanor, and the ability to work well with professional legal staff and court personnel.
- Discretion and the ability to maintain confidentiality are essential.

Other Information

Applicant must be a U.S. citizen or eligible to work in the United States.

As a condition of employment, the selectee considered for this position is required to undergo an FBI background check. The selectee may be appointed provisionally, and retention will depend upon a favorable suitability determination of the background check.

The United States Bankruptcy Court requires employees to adhere to the Code of Conduct for Judicial Employees. Electronic fund transfer (direct deposit) participation for net pay is required. The conditions of this position announcement are subject to modification without prior notice.

Benefits Information

Employees of the United States Bankruptcy Court are "at-will" employees and are not covered by the Office of Personnel Management's civil service classifications or regulations. They are, however, entitled to similar benefits as other federal government employees. These benefits include:

- Ten paid holidays per year;
- Paid annual and sick leave;
- Subsidized medical coverage with pre-tax employee premiums;
- Group life insurance and long-term care options;
- Flexible Benefits Program (pre-tax flexible spending for health care, dependent care and commuter/parking costs);
- Participation in the Thrift Savings Plan (similar to 401K plan, with employer matching up to 5%);
- Participation in the Federal Employees Retirement System.

Application Procedure

Applicants should complete an Application for Judicial Federal Employment, Form AO-78 <http://www.uscourts.gov/forms/AO078.pdf>. Please submit a letter of interest, resume, along with the completed Form AO-78 in a single PDF by email to: HR1_WAWB@WAWB.USCOURTS.GOV.

The subject line should read: Judicial Assistant - #20-03

Due to the high volume of anticipated applicants, the Court will only communicate with applicants who are considered for interviews. Applicants considered for interviews must travel at their own expense, and relocation will not be reimbursed.

Equal Opportunity Employer